

# Unacceptable Case Notice

## (Back Side)

AGENCY USE BLOCK		
Subject: _____	DOB: _____	SSN: _____
<input type="checkbox"/> The person identified above is no longer being considered for appointment.		
<input type="checkbox"/> The person identified above was separated on _____ for the following reason: _____		
If separated for other Federal employment, show full name and mailing address of new agency: _____ _____ _____		
DATE	SIGNATURE	OFFICIAL TITLE

All information on the investigative forms should be provided/completed by the subject. However, it is critical that data on qualifications, security, or suitability matters should be furnished by the SUBJECT ONLY or agencies may use the FIPC-391. The critical items are:

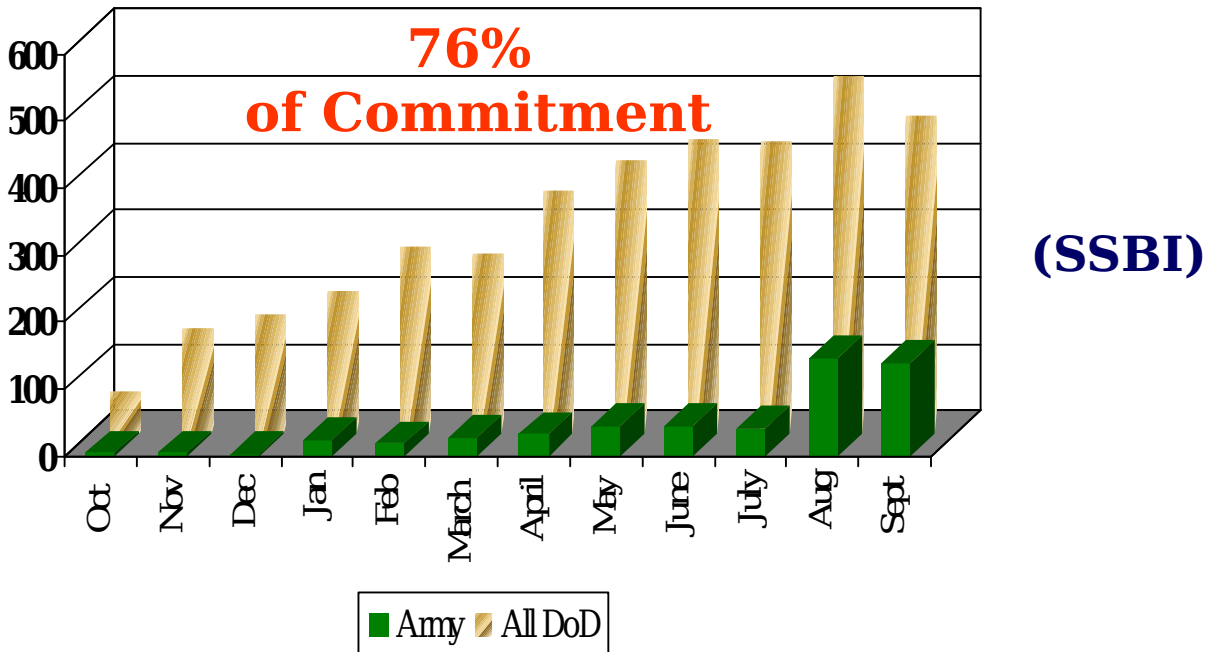
ITEM	SF85	SF85P	SF86
Foreign Activities	NA	NA	14 a-c
Foreign Countries Visited	NA	17	15
Selective Service Record	NA	14 a-b	20 a-b
Military Record	NA	NA	21 a-b
Employment Record	NA	NA	22
Police Record	NA	18	23 a-e
Medical Record	NA	21 a-b	24 a-b
Illegal Drugs and Alcohol	11	19 a-b	25 a-b
Clearance/Access Denied or Debarred	NA	15 b	26 b
Financial Record	NA	20 b	27 a-b
Association Record	NA	NA	28 a-b
Signature/Date of Certification	Page 5	Page 7	Page 9
Signature/Date of Release	Page 6	Page 8	Page 10

*Amendments* to qualifications, security, or suitability information also must be made by the subject, verified with the subject's initials and date of the change.

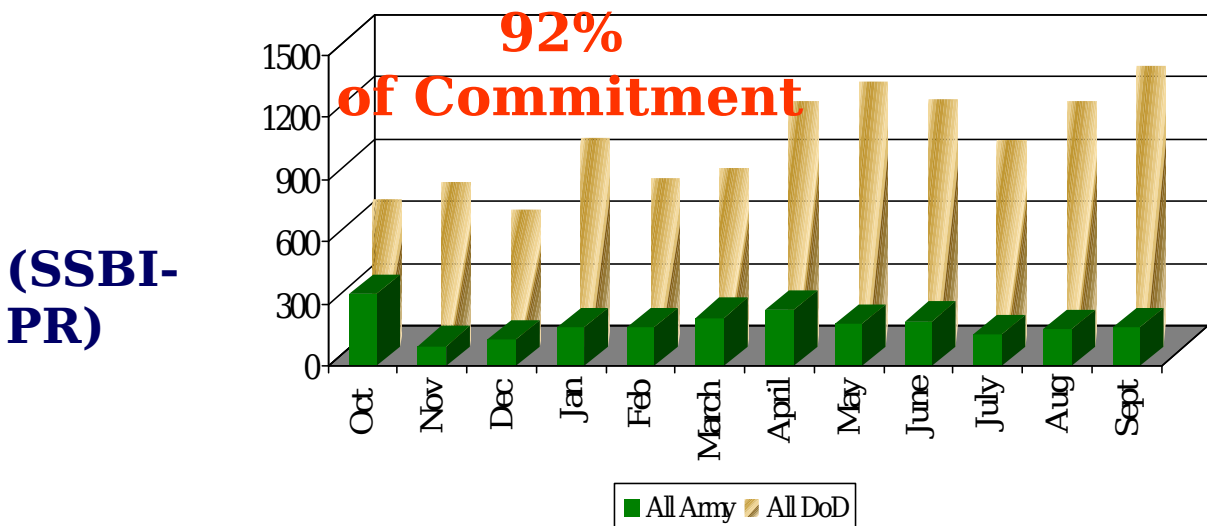
All other changes made by agency officials must indicate that person's initials, date, and the SOI (Security Office) or SON (Submitting Office) code.

If document authorship or amendment is uncertain, the investigative request will be rejected to the submitting agency without further processing.

# DOD/Army Scheduled Cases 10/1/99 through 9/30/00



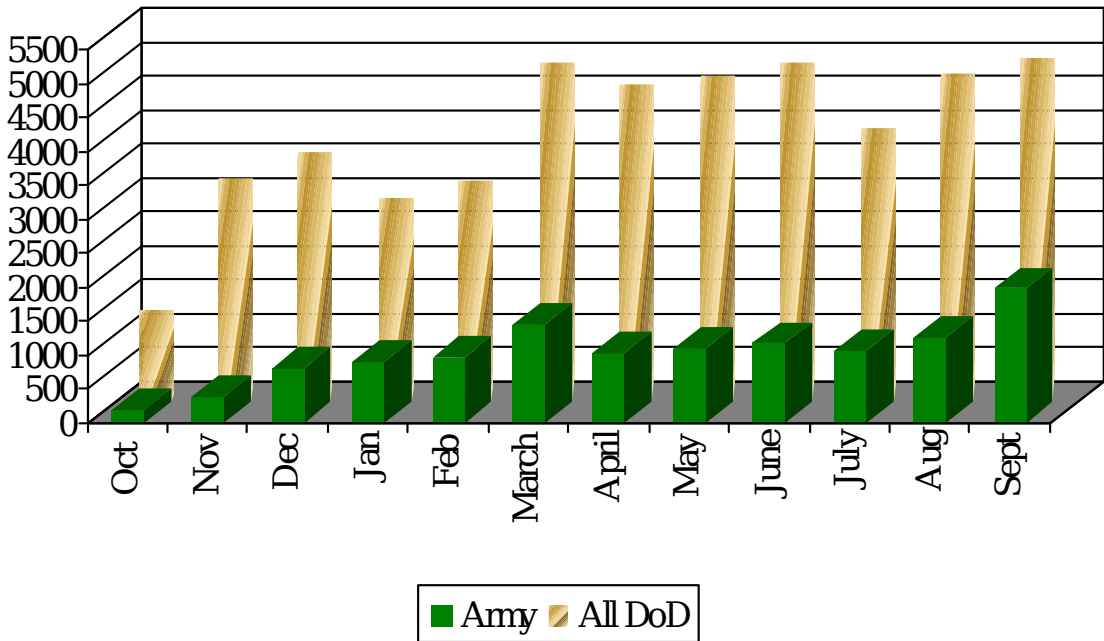
**Commitment: 5,000**  
**Scheduled for all DoD (including Army) as of 9/30/00: 3,806**  
**Scheduled for Army as of 9/30/00: 535**



**Commitment: 13,000**  
**Scheduled for all DoD (including Army) as of 9/30/00: 12,001**  
**Scheduled for Army as of 9/30/00: 2,371**

# DOD/Army Scheduled Cases 10/1/99 through 9/30/00

**192%**  
**(NACLC) of Commitment**



**Commitment: 25,000**  
**Scheduled for all DoD (including Army) as of 9/30/00: 48,123**  
**Scheduled for Army as of 9/30/00: 12,328**

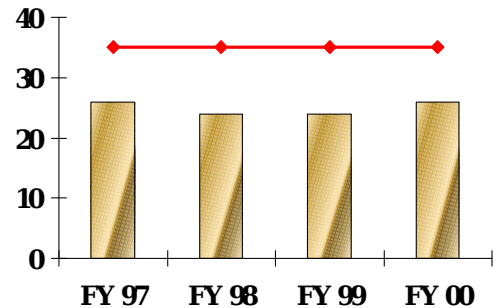
# Processing Timeliness

*Average days shown below are calculated from receipt at OPM/IS to Closed Pending or Closed Complete*

**Background Investigations** (Includes PRI, PRIS, MBI, LBI, B

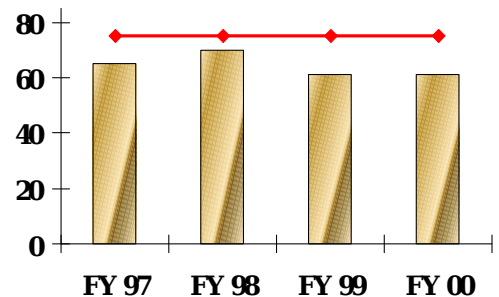
## 35 Day Service Requests

	<b>FY 97</b>	<b>FY 98</b>	<b>FY 99</b>	<b>FY 00</b>
<b>Total:</b>	8,733	9,956	8,355	12,111
<b>Average Days:</b>	26	24	24	26



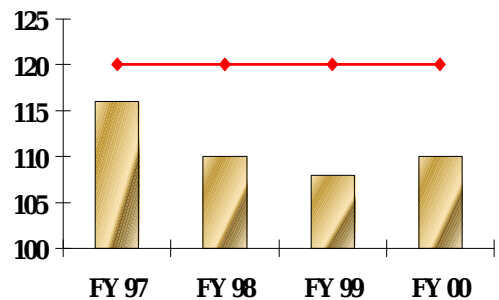
## 75 Day Service Requests

	<b>FY 97</b>	<b>FY 98</b>	<b>FY 99</b>	<b>FY 00</b>
<b>Total:</b>	1,697	2,715	3,120	6,410
<b>Average Days:</b>	65	70	61	61



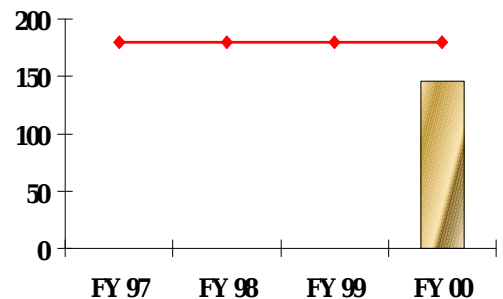
## 120 Day Service Requests

	<b>FY 97</b>	<b>FY 98</b>	<b>FY 99</b>	<b>FY 00</b>
<b>Total:</b>	41,978	32,680	31,449	30,267
<b>Average Days:</b>	116	110	107	103



## 180 Day Service Requests

	<b>FY 97</b>	<b>FY 98</b>	<b>FY 99</b>	<b>FY 00</b>
<b>Total:</b>	---	---	---	6,992
<b>Average Days:</b>	---	---	*	156

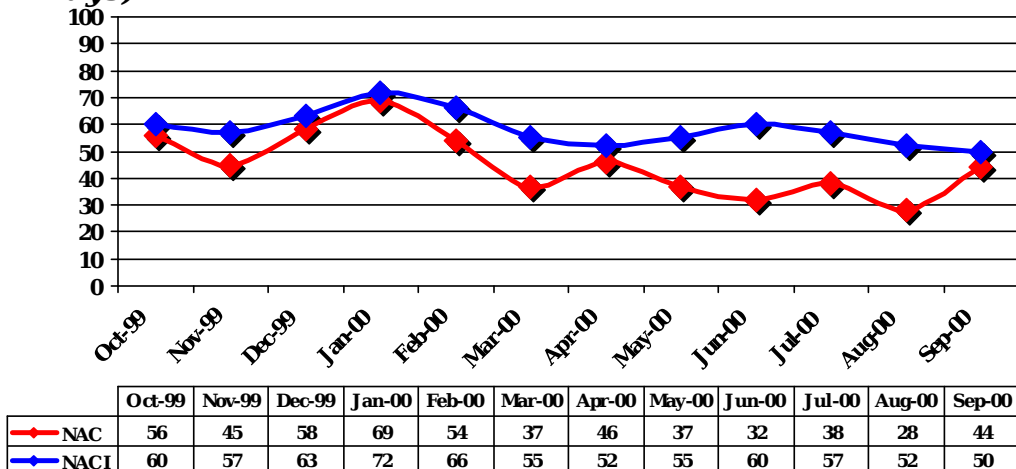


\* Shown with 120 Day Service

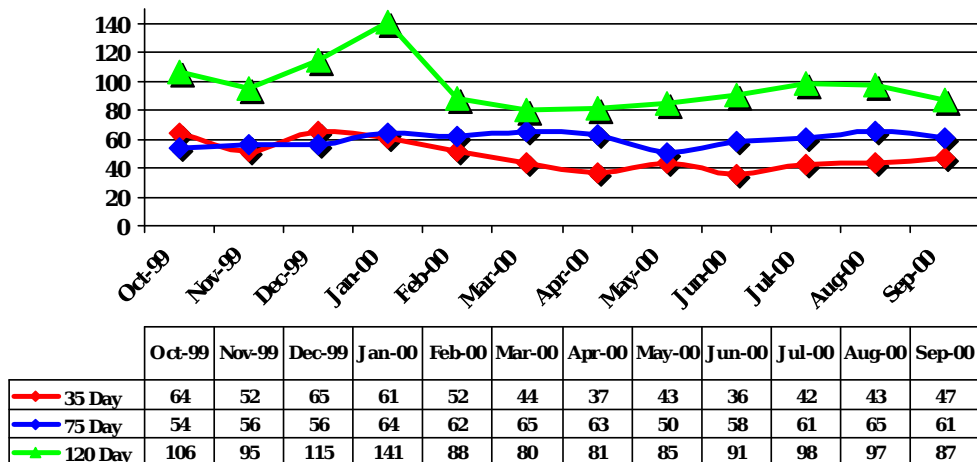
# Processing Timeliness FY 2000

Average days shown below are calculated from receipt at OPM/IS to Closed

## Complete NAC/NACI (All SOI's) (Calendar Days)

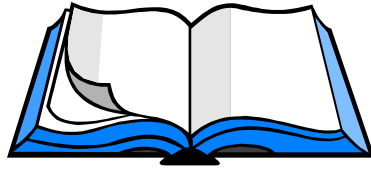


## NACLC/ANACI (All SOI's) (Calendar Days)



**Note:** Timeliness problems November through March 1999...Due to problems with the Defense Security Services' automated system that supports the DCII, OPM was unable to routinely search the DCII (a required NAC item for these investigations), which consequently impacted case timeliness.

# Decision Logic Table



**OPM used the information from the Defense Security Services' Decision Logic Table and inserted a new appendix to our Investigator's Handbook to expand and cover certain issues not normally covered as a part of OPM's investigations.**



# Substantial/Major Issues Inc

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## Substantial...      Major...

- sale of controlled substances
- possession for sale/resale
- prescription fraud/forgery
- prostitution
- sexual harassment
- bribery
- embezzlement
- grand larceny/theft
- mail theft
- burglary
- perjury
- black market activities
- assault & battery
- manslaughter
- possession of explosives
- carrying concealed weapons
- tampering with witness
- manufacturing drugs
- child molestation
- sexual assault
- blackmail
- counterfeiting
- extortion
- armed robbery
- material intentional false statements
- assault with a deadly weapon
- kidnapping/abduction
- murder
- rape
- arson
- child abuse
- illegal sale of firearms/explosives
- engaging in riots/civil disorders
- desertion

*Partial list from OPM Investigator's Handbook, Appendix*

# Army Investigation Results

**NACLC & ANACI 10/1/99 through 9/30/00**

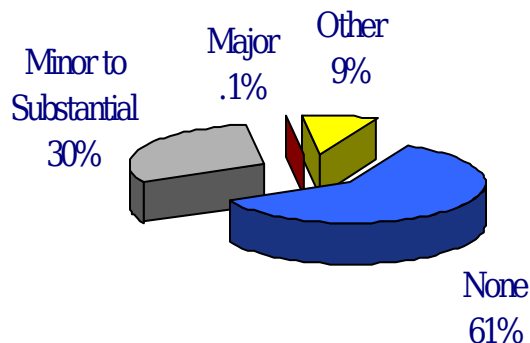
**Total Closed: 12,686**

**or No Actionable Issues: 7,711**

**or to Substantial Issues: 3,800**

**Major Issues: 18**

**Other Issues: 1,157**



## SSBI-PR

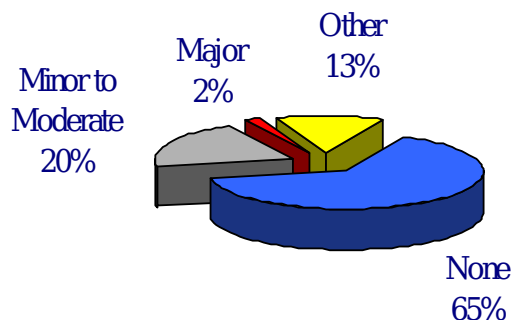
**Total Closed: 1,746**

**or No Actionable Issues: 1,142**

**Minor to Moderate: 348**

**Major Issues: 33**

**Other Issues: 223**



## SSBI

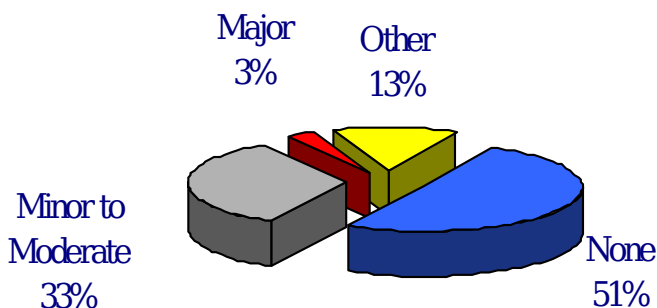
**Total Closed: 179**

**or No Actionable Issues: 91**

**Minor to Moderate: 60**

**Major Issues: 5**

**Other Issues: 23**





# New Investigator Training and Oversight




- **Phase I**      *Observation (4 to 10 days)*
- **Phase II**    *Classroom Training (3 weeks)*
- **Phase III**              *On-the-Job Training  
(2 to 4 weeks)*
- **Phase IV**              *Directed Work (6 weeks)*
- **Hold Report** *Work Releasable by  
Manager/Trainer (3-4 months)*
- **Phase V**    *Advanced Training Session  
(1 Week)*



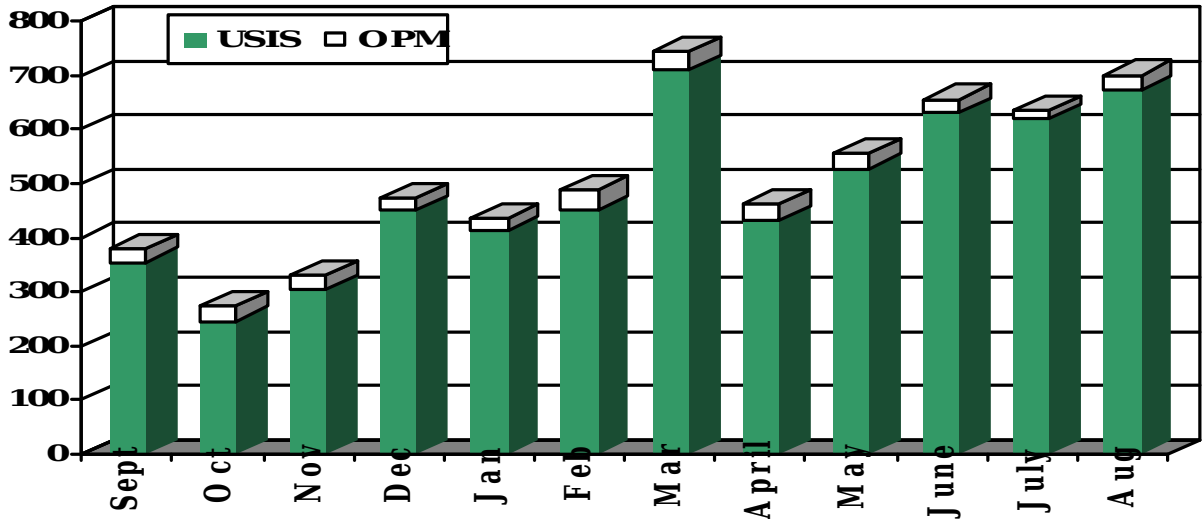
# **Quality Control**

## ***Contractor Case Review***

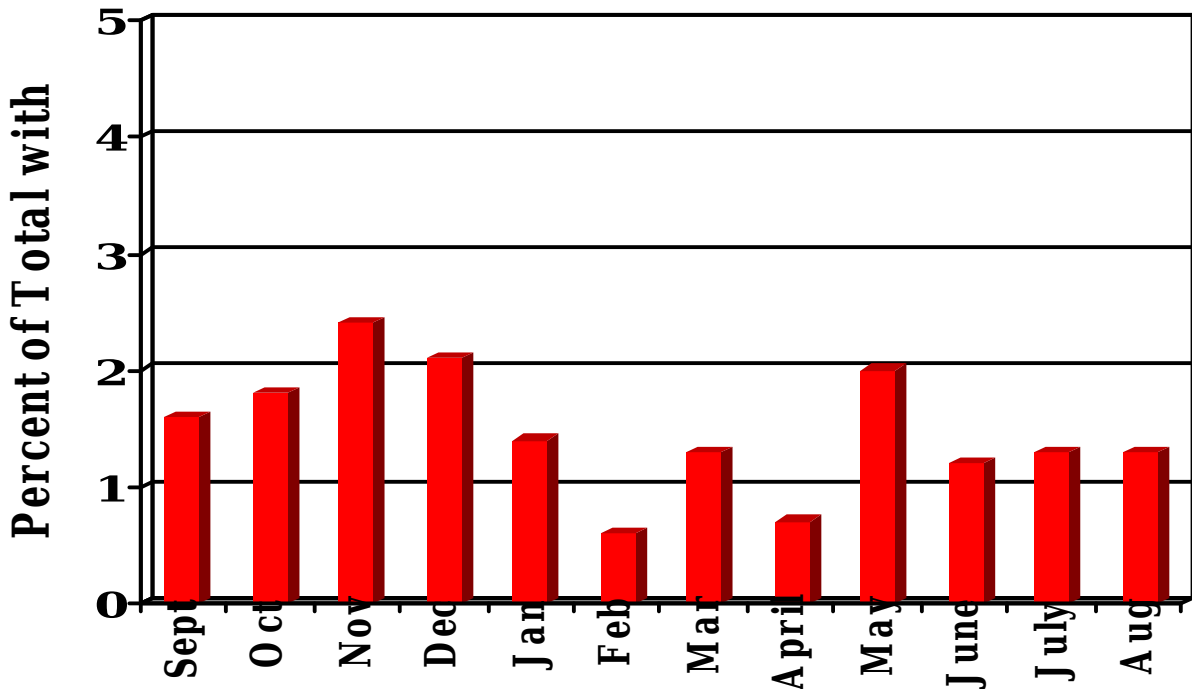
- 
- **100 % Serious /Special Issues**
  - **10% Minor/Non-issues**
  - **Contractor Quality Control**
  - **OPM Quality Assurance Oversight**
  - **Random Pull Audit**
  - **Customer Concerns**
  - **Investigator Integrity Program**
  - **Random Source Reinterviews - Contractor and OPM**
  - **Customer Complaints (Subject, Source, Agency)**

# Investigator Integrity Program

## Total Re-Contact Letters Completed:



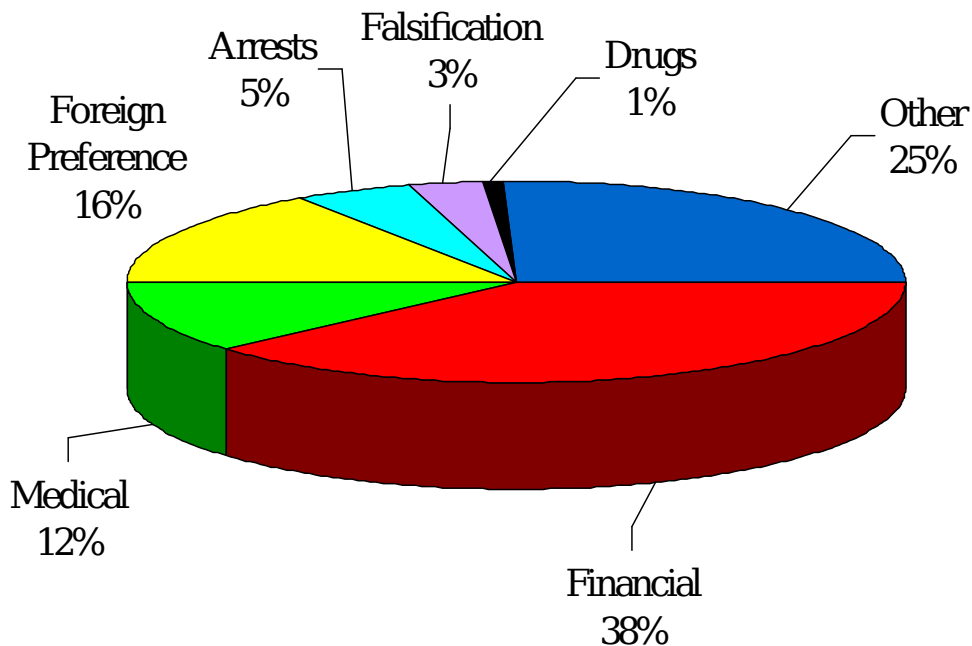
## Percent Returned with Problems Noted:



# DoD Reopen Requests *as of 9/30/00*

**Total Cases Closed: 44,638**  
**Total Reopens: 97 ( .2%)**

***Reopens for additional work:***



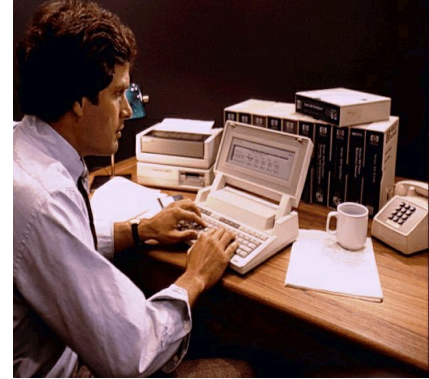
# The Future



# Electronic Standard Forms

**Lockheed Martin Energy Systems is currently under contract to develop software for the collection of the SF 86 data and transferability between subject, requesting agency, and investigative agency.**

Features include:



- ▢ Online encrypted internet access for applicants or employees for preparation and storage of the Standard Form.
- ▢ Online access by Submitting Offices to review subject provided information and add additional information required to request investigation.
- ▢ Only one entity has access to data at a given time: Subject, Submitting or Security Office, or Investigative Agency.
- ▢ Server will reside at OPM in Boyers, PA, and will be administered by OPM.
- ▢ Since all data resides on the server, there is no transmission involved.
- ▢ Long term storage so that the subject can update the original data when preparing for



# Electronic Standard Forms

1. Submitting Office agrees to participate and is given server



2. Subject wishes to submit SF 86 electronically. Submitting Office accesses Subject to server.

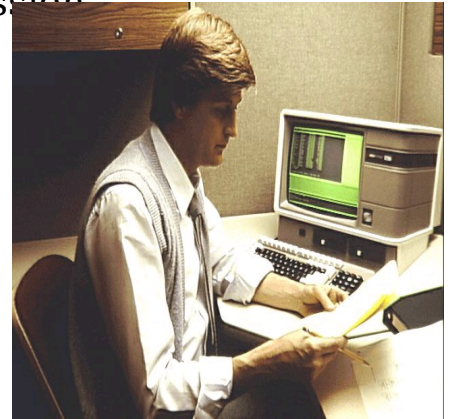


3. Individual creates/edits e-QSP

4. Individual releases completed e-Q

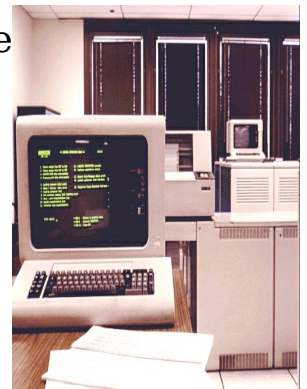


5. Agency reviews e-QSP and:  
✓ releases back to individual for correction/addition, or...  
✓ forwards to OPM for submission



6. OPM review e-QSP and:  
✓ releases back to Agency for correction/addition, or...  
✓ accepts the

7. E-QSP data is electronically transferred to OPM mainframe to open an investigation



8. Agency Use Information and attachments are stripped from subject-supplied information on server. Subject's data will be available when necessary for reinvestigation 5 -15 years later.

# Timeline for Electronic SF

- **Begin pilot with one component of Department of Commerce Mid-April 2001.**



- **Add additional agencies to pilot June 2001.**



**Washington Headquarters Services and Internal Revenue Service has volunteered to be next.**



- **Fully available to interested agencies October 2001.**
- **Future development: add SF 85 and SF 85P and other investigative forms.**

- **Access other investigative agencies to server**  
(DSS and FBI are both interested)




# Investigation's Web Site

**WWW.OPM.Gov/Extra/Investigate**



## ***Examples of information you will find:***

- Federal Investigations Notices
- Organizational Structure
- Suitability Tips
- Relevant Executive Orders
- Attachment Pages for SF 86 and SF 85P
- Links to sites containing Standard Forms



**You are  
cordially  
invited for a  
visit  
to the  
Federal  
Investigation  
s Processing  
Center. Call  
724 794-5612  
for more  
information.**



**FIPC**



**That's  
all  
folks...**